

# **A G E N D A**

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas to be held on ***Thursday, October 12, 2023 at 5:30 p.m.*** in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas.

Heritage Preservation Commission Members:	Peggy Crabtree Curtiss Thompson Michelle Haye Jacqueline Montejano Ronald Finch Adam Graves Kelly Savell
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Planning & Zoning Commission Liaison:	Bonney Ramsey
Heritage Preservation Officer:	
City Council Liaison:	Patrick Souter

1. Call to Order
2. ***Public Comments:*** Persons may address the Heritage Preservation Commission on any issues. This is the appropriate time for citizens to address the Commission on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Commission may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.
3. Reorganize the Commission
4. Approve the minutes of the meeting held September 14, 2023
5. Consider approval of sign permit for 201 E. Main St., # 109
6. Consider Certificate of Appropriateness for 116 E. University
7. Discuss proposed expansion of the Downtown Historic Overlay District
8. Comments by Commission members and City staff
9. Adjourn

The Heritage Preservation Commission reserves the right to go into Executive Session as authorized by Section 551.071(2) of the Texas Government Code, for the purpose of seeking confidential legal advice from legal counsel on any agenda item listed herein. This meeting location is wheelchair-accessible. Parking for mobility impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at (469) 309-4006 or (TDD) 1-800-RELAYTX

## ***Notice of Potential Quorum***

***One or more members of the Waxahachie City Council may be present at this meeting.  
No action will be taken by the City Council at this meeting.***

## ARTICLE III. - HISTORIC PRESERVATION

*Footnotes:**--- (3) ---*

**Editor's note**— Ord. No. 2997, adopted Feb. 5, 2018, amended art. III in its entirety to read as herein set out. Former art. III, §§ 24-51—24-60, pertained to similar subject matter, and derived from Ord. No. 2288, 3-7-05; Ord. No. 2555, 2-1-10.

**Cross reference**— Building, Ch. 8; zoning, App. A, § 43.

**State Law reference**— Rules and procedures for certified local governments engaged in historic preservation, 13 Tex. Admin. Code § 15.6

## Sec. 24-51. - Purpose.

The City Council of the City of Waxahachie does hereby declare that as a matter of public policy the protection, enhancement, and perpetuation of areas and landmarks of historical and cultural importance and significance is necessary to promote the economic, cultural, educational and general welfare of the public. It is recognized that the historic resources of the City of Waxahachie represent the unique confluence of time and place that has shaped the identity of generations of citizens, collectively and individually, and these resources constitute the heritage of the citizens of Waxahachie.

This article is intended to:

- (1) Perpetuate, protect, enhance, and preserve the historic resources and historic areas, which represent distinctive elements of Waxahachie's historic, architectural, social, economic, ethnic, and political heritage and to develop appropriate settings for such places by allowing property owners a vehicle for protecting their property by participation in this ordinance;
- (2) Safeguard the city's historic and cultural heritage, as embodied and reflected in historic resources, by application of appropriate resources;
- (3) Stabilize and improve property values in such locations;
- (4) Provide property owners with an opportunity to voluntarily participate in the historic resource designation process and to receive all the benefits accrued by such participation;
- (5) Foster civic pride in the beauty and accomplishments of the past, and to promote the use of historic landmarks for the culture, prosperity, education, and general welfare of the people of the City of Waxahachie;
- (6) Strengthen the economy of the city and to protect and enhance the city's attractions to tourists and visitors, as well as provide support and stimulus to business and industry;
- (7) Provide information to property owners and tenants as well as civic organizations concerned with historical preservation.

( Ord. No. 2997, 2-5-18 )

Sec. 24-52. - Definitions.

All terminology used throughout this Heritage Preservation Ordinance is defined in Appendix A, located at the end of this ordinance.

( Ord. No. 2997, 2-5-18 )

Sec. 24-53. - Heritage preservation commission.

This article hereby creates a commission to be known as the Heritage Preservation Commission of the City of Waxahachie.

- (1) The heritage preservation commission shall consist of ten (10) citizens of the City of Waxahachie to be appointed and confirmed by the City Council of the City of Waxahachie as follows:
  - a. One (1) member shall be from the architecture or design area of expertise.
  - b. Three (3) members shall have demonstrated an interest in the history of Waxahachie.
  - c. Three (3) members shall be owners of individual historic resources or property within one (1) or more of the historic overlay districts.
  - d. Ex-officio board members (non-voting members) shall include:
    1. One (1) representative from the planning and zoning commission.
    2. One (1) representative from the city manager's staff, such as the heritage preservation officer.
    3. One (1) representative from the city building inspection staff.
- (2) All heritage preservation commission members, regardless of background, shall have a known and demonstrated interest, competence, or knowledge of historic preservation within the City of Waxahachie.
- (3) Heritage preservation commission members shall serve for a term of two (2) years, with the exception that for the inaugural commission, the city council shall appoint four (4) of the voting members to a term of three (3) years and three (3) of the voting members to a term of two (2) years. The ex-officio members may be appointed for either annual or non-rotating terms at the discretion of the city council.
  - a. The chairman and vice-chairman of the heritage preservation commission shall be elected by and from the members of the heritage preservation commission.
  - b. The functions of the heritage preservation commission will include, but not be limited to, the following:

(3)

1. Prepare rules and procedures as necessary to carry out the business of the heritage preservation commission.
2. Adopt criteria for the identification of historic resources and the delineation of historic overlay districts.
3. Develop and maintain a historic resource preservation plan that will be utilized by the heritage preservation commission, planning and zoning commission, the City Council of Waxahachie, and the City of Waxahachie.
4. Conduct surveys as necessary, maintaining and updating an inventory of significant historic, architectural, archaeological, and cultural landmarks constituting historic resources within the City of Waxahachie.
5. Designate historic resources and historic overlay districts.
6. Approve requests for historical designation of resources voluntarily brought forward by property owners of historical landmarks or properties.
7. Create committees from among its membership, as necessary to conduct the work of the commission.
8. Maintain written minutes that record all actions taken by the heritage preservation commission and the reasons for taking such actions. Minutes will be filed with the city secretary.
9. Recommend conferral of recognition upon owners of historic resources or properties within historic overlay districts by means of certificates, plaques, or markers.
10. Increase public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public education programs.
11. Make recommendations to the city council concerning the utilization of governmental or private funds to promote the preservation of historic resources or historic overlay districts within the City of Waxahachie.
12. Approve or disapprove applications for certificates of appropriateness in accordance with this article.
13. Recommend financial incentive programs (i.e. tax incentives, loan programs) for the preservation or rehabilitation of historic resources and historic overlay districts.
14. Prepare specific guidelines for the review of historic resources and historic overlay districts.
15. Informally review on an annual basis the conditions of the historic resources and historic overlay districts and evaluate possible future needs.

(4)



The heritage preservation commission shall meet at least monthly. Special meetings may be called at any time by the chairperson or on written request of any two (2) heritage preservation commission members. All meetings shall be in conformance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

- (5) A quorum for the transaction of business shall consist of four (4) of the heritage preservation commission voting members.
- (6) A majority of the voting members present will constitute an official vote for the working mechanics of the heritage preservation commission, but a minimum of five (5) affirmative votes will be required to grant a certificate of appropriateness.
- (7) The heritage preservation commission shall be appointed by, serve at the pleasure of and be accountable to and governed by the city council as determined by city ordinance.

( Ord. No. 2997, 2-5-18 )

Sec. 24-54. - Appointment of a heritage preservation officer.

The city manager shall provide for the appointment of a qualified city staff person to serve as the heritage preservation officer. The heritage preservation officer shall administer this ordinance and advise the heritage preservation commission on matters submitted to the commission. In addition to serving as a representative of the heritage preservation commission, the heritage preservation officer is responsible for coordinating the city's heritage preservation activities with those of local, state, and federal agencies and with local, state, and national non-profit preservation organizations, as well as other municipal departments and the general public. The heritage preservation officer shall maintain the historic preservation plan, applicable surveys and historic information and shall update such information from time to time, as necessary.

( Ord. No. 2997, 2-5-18. )

Sec. 24-55. - Designation of historic resources or establishment of historic overlay districts.

(a) *Criteria for historic resources and historic overlay districts:*

- (1) The heritage preservation commission may designate a historic resource if it meets one (1) of the following criteria:
  - a. Possesses significance in history, architecture, archeology, or culture of the city, county, state, or nation.
  - b. Is associated with events that have made a significant contribution to the broad patterns of local, regional, state, or national history.
  - c. Is associated with the lives of persons significant in Waxahachie's past.
  - d. Embodies distinctive characteristics of a type, period, or method of construction.

- e. Represents the work of a master designer, builder, or craftsman.
  - f. Represents an established and familiar visual feature of the City of Waxahachie.
  - g. Is the location of a significant historic event.
- (2) The heritage preservation commission may recommend establishment of a historic overlay district in accordance with the procedures of section 31.A of the zoning ordinance in order to preserve historic resources if the area contains properties that meet one (1) or more of the criteria for designation of a historic resource and constitutes a unique section of the City of Waxahachie that contributes to the heritage of the community.
- (b) *Designation of historic resources:*
- (1) A property owner may petition the heritage preservation commission to designate certain buildings, sites, structures, objects, or a collection of the same within a contiguous area of the city, as historic resources. Such historic resources shall be listed in the heritage preservation commission's list of historic resources.
  - (2) The commission may designate a building, site, structure, object, or a collection of the same within a contiguous area of the city, as a historic resource following petition by the property owner or on its own initiative. Owners of said property shall be notified prior to the commission's hearing. At the aforementioned public hearing, commissioners, owners, and other interested parties may present testimony or documentary evidence that will become part of a record regarding the historic, architectural, or cultural importance of the proposed historic resources or district. The record may also contain staff reports, public comments, or other evidence offered outside of the hearing.
  - (3) Designation of a building, site, structure, or collection of the same within a contiguous area of the city, as a historic resource, entitles the owner of such property to apply for the taxincentives in section 24-57 of this ordinance, subject to the standards established therein.
  - (4) The designation as a historic resource may be removed with the approval of the commission.

( Ord. No. 2997, 2-5-18 )

Sec. 24-56. - Certificate of appropriateness for alteration, restoration, or new construction affecting historic resources.

- (a) No owner of a historic resource or National Register property shall do any of the following without disqualification from participation in the tax incentives programs in section 24.57 of this ordinance. In addition, any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with the provisions of this ordinance shall be fined not more than two thousand dollars (\$2000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense
- (1)

Implement any exterior alteration, restoration, reconstruction, new construction, or movement of a historic resource, (excluding minor in-kind repairs and ordinary maintenance as described in section 24-60) without first applying for and receiving a certificate of appropriateness from the heritage preservation commission.

- (2) Make any change in the appearance of the historic resource, (i.e. light fixtures, signs, sidewalks, fences, steps, paving, or other exterior elements visible from the public right-of-way, excluding minor in-kind repairs and ordinary maintenance as described in section 24-60) which affect the appearance and cohesiveness of the historic resource, other historic resources, or a historic overlay district without first applying for and receiving a certificate of appropriateness from the heritage preservation commission.
- (3) Demolish an individual historic resource or remove it from its site.
- (4) Allow a historic resource to fall into a serious state of disrepair, such that deterioration of an exterior architectural feature would be likely to produce a detrimental effect upon the character of the historic resources, other historic resources in proximity, or a historic overlay district.

Examples of such deterioration shall include, but are not limited to, the following:

- a. Deterioration of exterior walls or other vertical supports.
- b. Deterioration of roofs or other horizontal members.
- c. Deterioration of exterior chimneys.
- d. Deterioration or crumbling of exterior stucco or mortar.
- e. Ineffective waterproofing of exterior walls, roofs, or foundations, including broken windows or doors.
- f. Deterioration of any feature so as to create a hazardous condition that could lead to the claim that demolition is necessary for the public safety.
- g. Deterioration of ornamental features.

Any new construction on the site of an individual historic resource will require that design and construction be in keeping with the architecture of the area constituting the historic resource and will require a certificate of appropriateness from the commission.

( Ord. No. 2997, 2-5-18 )

#### Sec. 24-57. - Tax incentives.

##### (a) *Historical appraised tax value exemption (residential and non-residential).*

- (1) Historic resources and property within a historic overlay district shall be eligible for a historical appraised tax value exemption of twenty-five (25) percent of the city portion of the property taxes on the appraised value of the property, based on meeting all of the following

## criteria:

- a. All modifications or expansions are completed pursuant to the issuance of certificate(s) of appropriateness under section 24-56 and 24-59.
  - b. The historic resource or property within a historic overlay district is listed on the National Register of Historic Places, designated as a Recorded Texas Historic Landmark or State Archaeological Landmark by the Texas Historical Commission, or has been designated by the City of Waxahachie as a historically significant site in accordance with the Texas Property Tax Code.
  - c. The historic resource or property within a historic overlay district must adhere to all city ordinances.
- (2) To be eligible for the historical appraised tax value exemption, the owner of the historic resource or property within a historic overlay district must make application annually prior to the 15<sup>th</sup> day of March to the City of Waxahachie. Applications received after March 15<sup>th</sup> will be considered for the next tax year.
- (b) *Residential tax incentive program.*
- (1) Eligible historic resources or property within a historic overlay district shall be entitled to a reinvestment tax incentive of up to fifty (50) percent of the city portion of the total property tax bill for restorations that amount to one thousand two hundred fifty dollars (\$1,250.00) or more. Eligible properties may apply for a reinvestment tax incentive of up to twenty-five (25) percent of the city portion of the total property tax bill for routine maintenance projects that amount to one thousand two hundred fifty dollars (\$1,250.00) or more. Both incentives are based on meeting all of the following criteria:
    - a. All modifications or expansions are competed pursuant to the issuance of certificate(s) of appropriateness issued pursuant to the section 31.A of the zoning ordinance or as provided for in this ordinance.
    - b. The historic resource or property within a historic overlay district is listed on the National Register of Historic Places, designated as a Recorded Texas Historic Landmark or State Archaeological Landmark by the Texas Historical Commission, or has been designated by the City of Waxahachie as a historically significant site in accordance with the Texas Property Tax Code.
    - c. The historic resource or property within a historic overlay district must adhere to all city ordinances.
  - (2) Each property owner who desires to apply for an historic reinvestment tax incentive shall apply for said incentive on or before March 15<sup>th</sup> of the year the tax incentive is to be granted. The incentive, if granted, shall be applicable for only one (1) year. Applications received after

March 15<sup>th</sup> will be considered for the following tax year. Subsequent incentives for additional projects must be applied for each year. Application shall be made on the official form provided by the City of Waxahachie, Texas.

(c) *Non-residential tax incentive programs.*

- (1) Historic resources or property within a historic overlay district which are non-residential and which are listed on the National Register of Historic Places, or recorded as a Texas Historic Landmark or State Archaeological Landmark by the Texas Historical Commission, or which are designated as historical and appear on the historic district map maintained by the commission, shall be eligible for historic reinvestment tax incentives upon terms and conditions as hereinafter ordained.
- (2) Eligible historic resources shall be entitled to a reinvestment tax incentive of up to fifty (50) percent of the total City portion of the property tax bill for restorations amounting to one thousand two hundred fifty dollars (\$1,250.00) or more. Investments eligible for this incentive shall be those made for:
  - Structural repairs and improvements;
  - Electrical repairs and improvements;
  - Plumbing repairs and improvements;
  - Mechanical repairs and improvements;
  - Interior repairs and improvements;
  - Exterior restoration.
  - a. When any of the eligible investments are being considered, the heritage preservation officer shall be consulted. If the heritage preservation officer deems a certificate of appropriateness necessary, the standard rules for its procedure shall apply.
- (3) In addition to the above requirements, each applicant must submit documentation reflecting the cost of the eligible reinvestment project and complete the project within the agreed time frame. If façade restoration is contemplated, the project must comply with Waxahachie Downtown Design Guidelines, which are based on the Secretary of the Interior's Standards. Prior to beginning the reinvestment project, the property owner shall apply for and receive a certificate of appropriateness pursuant to section 31.A of the zoning ordinance or as provided for in sections 24-56 and 24-59 of this article.
- (4) The heritage preservation commission must approve all contemplated reinvestment projects via a certificate of appropriateness. The applicant must secure all city permits and must secure periodic city inspection of the project to insure proper completion of the project.

( Ord. No. 2997, 2-5-18 )

- (a) When filing a tax incentive application with the heritage preservation officer, the applicant shall:
  - (1) Certify to the heritage preservation officer that the subject property is a historic resource or is within a historic overlay district.
  - (2) Certify to the heritage preservation officer that the tax incentive request is for a project that has received a certificate of appropriateness pursuant to section 31.A of the zoning ordinance or under sections 24-56 and 24-59 of this article.
  - (3) Certify to the heritage preservation officer that the project for which the applicant wishes to apply a tax reduction has been completed.
- (b) An application for a tax incentive shall be initiated by the owner of the subject property or by his or her agent, by completion of the appropriate application forms provided by the heritage preservation officer. The application shall include all receipts for the cost of the project as well as an affidavit affirming that all information on the application is correct and the receipts presented are for the cost of the project. Said application shall be received by the heritage preservation officer at least twenty (20) days prior to a public meeting of the heritage preservation commission.
- (c) No fees shall be required either upon filing of the application or upon approval or disapproval by the heritage preservation commission.
- (d) The heritage preservation commission shall hold a public meeting on all requests for tax incentives. Said meeting shall not be scheduled until the completed application form is submitted.
- (e) At the public meeting the heritage preservation commission shall determine, from the data submitted by the applicant and the information provided by the heritage preservation officer, if the completed project is substantially in compliance with the certificate of appropriateness. If the commission finds that additional information relative to the pending application is necessary for its review, the commission may postpone the public meeting on an application until such information is provided.
- (f) The commission shall have the authority to approve or disapprove an application for a tax incentive, or to approve a request with such conditions as the commission deems necessary to bring the project into compliance with the approved certificate of appropriateness. The commission shall not approve requests for tax incentives where the project was completed prior to the adoption of this ordinance, where the applicant has not obtained a certificate of appropriateness, or where the applicant has not substantially complied with the requirements imposed on a certificate of appropriateness.
- (g) *Effective date.* Upon approval by the heritage preservation commission, the heritage preservation officer shall notify the Ellis County Tax Assessor. The tax assessor shall reduce the city portion of the property tax for the subject property by fifty (50) percent in accordance with the provisions

herein and as indicated by the approved request.

( Ord. No. 2997, 2-5-18 )

Sec. 24-59. - Certificate of appropriateness application review and process.

- (a) Prior to commencement of any work requiring a certificate of appropriateness, the property owner shall file an application for such a certificate with the heritage preservation commission. The commission, if requested, shall aid the property owner in preparation and completion of the application. The application form shall contain the following:
  - (1) Name, address, telephone number of the applicant, and a detailed description of the proposed work
  - (2) Current photographs of the property
  - (3) Historical photographs (if available) upon which the proposed work is based
  - (4) Elevation drawing(s) of any part of the structure that is visible from the public right-of-way with details drawn to scale for work to be done
  - (5) List of materials for all exterior surfaces and/or signs
  - (6) Dollar value of improvements to be made
  - (7) Location map of proposed buildings and structures
  - (8) Details of proposed light fixtures
  - (9) Sample(s) of material(s) to be used
  - (10) Any other reasonable information that the commission may deem necessary in order to visualize the proposed work
- (b) The certificate of appropriateness shall be in addition to, and not in lieu of, any building permit that may be required by any other ordinance of the City of Waxahachie. The Downtown Waxahachie Design Guidelines, based on the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings (the "Secretary of the Interior's Standards"), shall be used in this process.
- (c) The heritage preservation commission shall hold a public meeting on the application within thirty (30) days of receipt of the completed application. All applications received twenty (20) days in advance of the next meeting will be reviewed and discussed at the next scheduled commission meeting.
- (d) All decisions of the heritage preservation commission shall be in writing and will be sent to the applicant and the heritage preservation officer within ten (10) working days of the commission's decision.
- (e)

No change shall be made in the scope of work for any building permit after issuance of a certificate of appropriateness without resubmitting to the commission and approval thereof in the same manner as provided above. If a property owner wishes to change the scope of work under a certificate of appropriateness, the property owner shall consult the heritage preservation officer who shall have the authority to approve non-substantive changes. If the heritage preservation officer deems the requested changes to be substantive, such changes shall be referred to the heritage preservation commission for action.

- (f) If the heritage preservation commission has not made a final decision within forty-five (45) days of the application filing date, a certificate of appropriateness shall be deemed issued by the commission.

( Ord. No. 2997, 2-5-18 )

Sec. 24-60. - Minor in-kind repairs and ordinary maintenance.

- (a) Nothing in this section shall be construed to prevent minor in-kind repairs or routine maintenance. Minor in-kind repairs and ordinary maintenance, including painting, do not require a certificate of appropriateness unless the tax incentive for maintenance is being sought. If the twenty-five (25) percent tax incentive for maintenance is requested, all provisions of section 24-57 of this article shall apply.
- (b) Downtown Waxahachie Design Guidelines should be consulted when performing minor in-kind repairs or ordinary maintenance. The heritage preservation officer is also available as an additional resource and should be consulted concerning questions about minor in-kind repairs and ordinary maintenance. If the heritage preservation officer deems a certificate of appropriateness necessary, the standard rules for its procedures shall apply.

( Ord. No. 2997, 2-5-18 )

Secs. 24-61—24-80. - Reserved.



(A)

**MINUTES**

A meeting of the **Heritage Preservation Commission** of the City of Waxahachie, Texas was held in the City Council Chambers/Conference Room at City Hall, 401 S. Rogers on **Thursday, September 14, 2023 at 5:30 p.m.**

Heritage Preservation Commission Members present: Peggy Crabtree  
Glinda Felty  
Shannon Simpson  
Curtiss Thompson  
Michelle Haye  
Jacqueline Montejano

Planning & Zoning Commission Liaison: Bonney Ramsey

City Council Liaison: Patrick Souter

Heritage Preservation Officer: Anita Simpson

Guests: Charity Fitch, Travis Smith,  
Adam Graves, Ric Choate, Gumaro  
Martinez, Kelly Savell, Zack King

**1. Call to Order**

Peggy Crabtree called the meeting to order at 5:31 p.m.

**2. Public Comments—none made**

**3. Approve minutes of meeting held August 10, 2023**

Michelle Haye made a motion to approve the minutes of the August 10, 2023 meeting. Shannon Simpson seconded the motion. **All ayes.**

**4. Consider Certificate of Appropriateness for 216 N. College**

Ric Choate addressed the Commission and said he was looking forward to entertaining everyone at the new venue. Jacqueline Montejano asked if the signage was in a box or flat and Ric replied that it was a slender box structure with reverse letters and there would be low light from within. Ms. Montejano then said she likes the adaptive reuse of the former police department and the name of the music venue that honors that history. Peggy Crabtree said she is excited about the project and there was some discussion. Glinda Felty made a motion to approve the Certificate of Appropriateness for 216 N. College. Michelle Haye seconded the motion. **All ayes.**

**5. Discuss and consider action on request to expand the Historic Overlay District**

Peggy Crabtree introduced the item and said in light of all the upcoming changes she moved to table this item until the new Commission is seated in October. Shannon Simpson seconded the motion. Travis Smith argued to have the Commission approve the sending of notices to property owners but since the desired boundaries have not been fully established the Commission declined to authorize that activity. After some discussion a vote was taken and the item was tabled until October. **All ayes.**

(4)

**6. Comments by Commission members and Heritage Preservation Officer**

Anita introduced the incoming Commission members that attended the meeting and thanked Glinda & Shannon for their 23 years of service.

**7. Adjourn**

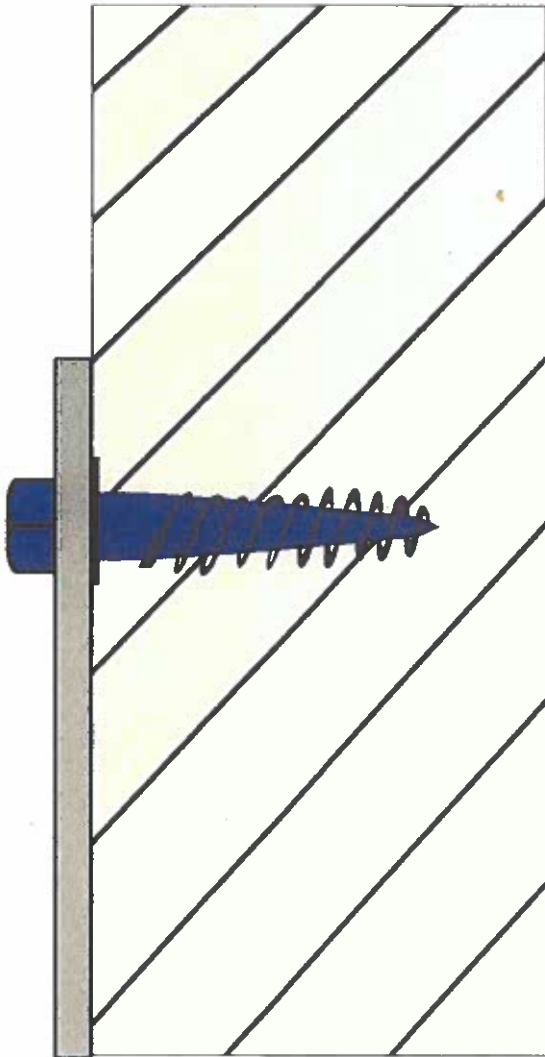
Meeting adjourned at 5:51 pm.

*Respectfully submitted by Anita Simpson*

(5)



Single Faced 1/2" MDO Plywood



## Tapcon Concrete Screws

Ultimate load values in 2,000 psi concrete

SIZE	MIN. EMBEDMENT	DRILL BIT	PULL-OUT (LBS)	SHEAR (LBS)
1/4"	1-1/8"	1/4"	877	1082
5/16"	1-1/8"	5/16"	892	1156
3/8"	1-1/2"	3/8"	1525	3238
1/2"	2-1/4"	1/2"	2999	5564
5/8"	2-3/4"	5/8"	3749	6198
3/4"	3-1/4"	3/4"	4978	9378
7/8"	3-7/8"	7/8"	6294	13687
1"	4-1/2"	1"	7329	17712
1-1/4"	5-1/2"	1-1/4"	13162	24206

10 in.

96 in

(5)

**ELLIS COUNTY BAIL BONDS**



APPROVED

8/14



(u)

**CITY OF WAXAHACHIE  
APPLICATION FOR  
CERTIFICATE OF APPROPRIATENESS  
FOR HISTORIC PROPERTY RESTORATIONS**

Case Number \_\_\_\_\_

Date Filed: \_\_\_\_\_

Date for Consideration by the Heritage Preservation Commission: \_\_\_\_\_

Property Owner Santos & Aide Molina and/or Agent \_\_\_\_\_

Mailing Address –Owner/Agent (circle one) 116 E. University Ave

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Historic Structure Address 116 E. University Ave, Waxahachie

Is this structure for residential or non-residential use? (circle one)

Has this structure been designated as a Historic Resource?

Yes X No \_\_\_\_\_ By whom Historic Waxahachie

*(If it has not been designated, the property owner must request designation as a historic resource from the Heritage Preservation Commission prior to applying for a Certificate of Appropriateness.)*

Is this structure in the Historic Overlay District? Yes \_\_\_\_\_ No X

The Commission is appointed to assist you, but it also has the responsibility of protecting significant historic properties from inappropriate changes. **The Heritage Preservation Commission will not approve your project unless the Commission is shown to its satisfaction that the project is consistent with the historical character of the property.** Answer the following statements carefully and provide as much information as possible so the Commission can make an informed decision.

1. Description of Project: We would like to make an addition to our home to accommodate our large family while preserving the historical charm of our home and neighborhood.

2. Reason(s) you feel the proposed exterior work is consistent with the historical character of the property (use additional space on the back of this form or by attaching additional sheets if necessary).

We initiated our plans with Monsanto Architects and he assured us that design and style would hold the integrity and charm of a historical structure. We did not touch any of the front facade of the home, the front will be maintained/restored to its original glory as pictured in the Ellis County Museum.

(u)

### CHECKLIST

The following items **must** be included with this application:

- Current photograph(s) of the existing structure
- Historic photographs (if available) upon which the proposed work is based
- NOTE: Please research the history of your property before you begin planning your project. Sims Library and the Ellis County Museum are good places to start.**
- Elevation drawing(s) of any part of structure that is visible from the public right-of-way with details drawn to scale for work to be done
- List of materials for all exterior surfaces and/or signs
- Dollar value of improvements to be made

The following items may be requested:

- Location map of proposed buildings and structures
- Details of proposed lighting fixtures
- Sample(s) of material(s) to be used
- Any other reasonable information that the Commission may deem necessary in order to visualize the proposed work

If your property is located in the Historic Overlay District, you must consult the *Downtown Waxahachie Design Guidelines* before planning your project. You can obtain a copy of the guidelines from the Heritage Preservation Officer or on the City of Waxahachie website at [www.waxahachie.com/images/City2/files/downtown\\_waxahachie\\_guidelines\\_08-19-2011.pdf](http://www.waxahachie.com/images/City2/files/downtown_waxahachie_guidelines_08-19-2011.pdf).

If your property is not in the Historic Overlay District, please refer to the Secretary of the Interior's Standards for Rehabilitation as you plan your project. You may obtain a copy online at [www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm](http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm) or by contacting the Heritage Preservation Officer.

**NOTE:** Ten (10) copies of plans and/or specifications must be on file with the Heritage Preservation Officer **at least 20 days** before the Heritage Preservation Commission meeting date.

Signature of Property Owner or Agent: Aide Molis Date: 10/5/2023

---

### CERTIFICATE OF APPROPRIATENESS

**Commission Action:** Requires Signature of Chair of the Heritage Preservation Commission

Date: \_\_\_\_\_ Preliminary Approval YES \_\_\_\_ NO \_\_\_\_  
& Signature

Date: \_\_\_\_\_ Final approval after work is YES \_\_\_\_ NO \_\_\_\_  
& Signature inspected and completed



(u)



(u)





(4)

## **MINUTES**

A meeting of the **Heritage Preservation Commission** of the City of Waxahachie, Texas was held in the City Council Chambers/Conference Room at City Hall, 401 S. Rogers on **Thursday, February 13, 2020** at 5:30 p.m.

Heritage Preservation Commission Members present: Becky Kauffman  
Glinda Felty  
Shannon Simpson  
Peggy Crabtree  
Curtiss Thompson  
Jeff Smith  
Whitney Spillman

Planning & Zoning Commission Liaison: Bonney Ramsey

Heritage Preservation Officer: Anita Simpson

City Council Liaison: Mary Lou Shipley

Guests: Wayne & Tammy Strickland  
Aide Molina

### **1. Call to Order**

Becky Kauffman called the meeting to order at 5:32 p.m.

### **2. Public Comments**

None made

### **3. Approve minutes of meeting held January 9, 2020**

Jeff Smith made a motion to approve the minutes of the meeting held on January 9, 2020. The motion was seconded by Peggy Crabtree. **All ayes.**

### **4. Consider Certificate of Appropriateness for 210-212 N. College**

Wayne & Tammy Strickland explained their plans for the properties to the Commission. Replacing the awning that runs along the front of both buildings is the top priority as it is becoming a safety hazard. Restoring the transom windows in the 212 building, painting, and blending the buildings together will be phase 2 of the project. Wayne also asked the Commission to reconsider the denial of 212 N. College for the HT exemption. After much discussion the Commission voted to ***approve the replacement of the existing awning as proposed with the exception that the supporting posts should remain metal and not be covered.*** The Commission also gave *preliminary approval* to the restoration of the transom windows in the property located at 212 N. College. Final approval will be granted when information on size and type of windows is submitted. The Commission *tabled* the request to reconsider approval of the HT tax exemption for 212 N. College pending further investigation of that property. Peggy Crabtree made the motion to approve the above; Glinda Felty seconded the motion. **All ayes.**

**5. Consider Certificate of Appropriateness for 504 Sycamore**

Becky Kauffman noted that this is the only Dilbeck house in Waxahachie and that the materials proposed for the roof replacement have been approved and deemed acceptable by other preservation groups in the state. Glinda Felty made a motion to approve the COA for 504 Sycamore. Peggy Crabtree seconded the motion. **All ayes.**

**6. Consider Certificate of Appropriateness for 116 E. University**

Aide Molina addressed the Commission regarding what she wants to do to this property. There was discussion about how Mrs. Molina would like to rebuild the front columns. Becky said the COA stated plans to “restore to historic appearance”; Jeff Smith noted that since there is a historic photo of what they looked like that is what the Commission prefers. There was also discussion about the front door and moving it to center of the façade. After much discussion the Commission voted to *approve the plans to re-center the front door of the property and to restore the columns to their appearance in the 1985 Hardy-Heck-Moore survey photo.* Peggy Crabtree made a motion to approve the above; Shannon Simpson seconded the motion. **All ayes.**

**7. Review preliminary plans for new city hall annex**

Craig Melde and Alexis McKinney with ArchiTexas presented the plans for the new city hall annex and complex located on South Rogers Street to the Commission. The Commission asked a few questions then thanked them and gave preliminary approval to the design.

**8. Consider approval of renewal HT tax exemption applications**

The following properties were reviewed by the Commission:

418 N. College	508 N. College	209 S. College	323 Cynisca
309 Harbin	206 S. Hawkins	3203 Howard Road	417 W. Jefferson
1008 W. Main	1020 W. Main	1030 W. Main	309 E. Marvin
1105 E. Marvin	1115 W. Marvin	1203 W. Marvin	200 Oldham
304 Oldham	407 Oldham	615 N. Rogers	619 N. Rogers
104 Savannah	504 Sycamore	509 Sycamore	607 Sycamore
808 Sycamore	219 Virginia		

Peggy Crabtree made a motion to **approve** the above properties for the 2020 HT exemption. Jeff Smith seconded the motion. **All ayes.**

Two renewal applications—501 John Arden and 219 Monticello--were tabled pending receipt of further information. Jeff Smith made a motion to table the applications for these properties; Shannon Simpson seconded the motion. **All ayes.**

**9. Consider approval of new HT tax exemption applications**

The following properties were reviewed by the Commission:

201 N. Grand—property completely altered, no historical integrity; window configurations changed and front porch and chimney features obscured

1306 E. Marvin—no style evident; inappropriate porch posts, new door, metal windows

(u)

Peggy Crabtree made a motion to **deny** the above properties for the 2020 HT exemption. Whitney Spillman seconded the motion. **All ayes.**

204 La Vista—request photo of front door

1404 W. Main—request photo of front door

901 W. Marvin—inquire about whether windows are storm or metal

Curtiss Thompson made a motion to **table** the above properties pending receipt of information requested. Whitney Spillman seconded the motion. **All ayes.**

**10. Comments by Commission members and Heritage Preservation Officer**

Becky brought forward a façade grant application for the property at 301 S. Rogers and Anita provided one from Webb Gallery. As both projects are repair and maintenance they do not require formal approval from the HPC. They will be forwarded to HWI for consideration. Peggy shared information from her attendance at the Real Places conference in January. She provided notes from speakers and sessions that Anita will send out to all the Commission members. Anita reported that she received notice that the HPC was awarded the CLG grant to help fund the residential design guidelines and they also received the grant for the travel stipend to send two member to FORUM in Tacoma, Washington this summer. Anita also shared the current issue of *Medallion* magazine which has an article about Waxahachie in it.

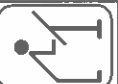
**11. Adjourn**

A motion to adjourn was made by Shannon Simpson and seconded by Curtiss Thompson. **All ayes.**  
Meeting adjourned at 7:56 pm.

*Respectfully submitted by Anita Simpson*

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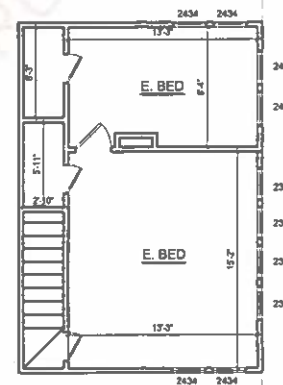
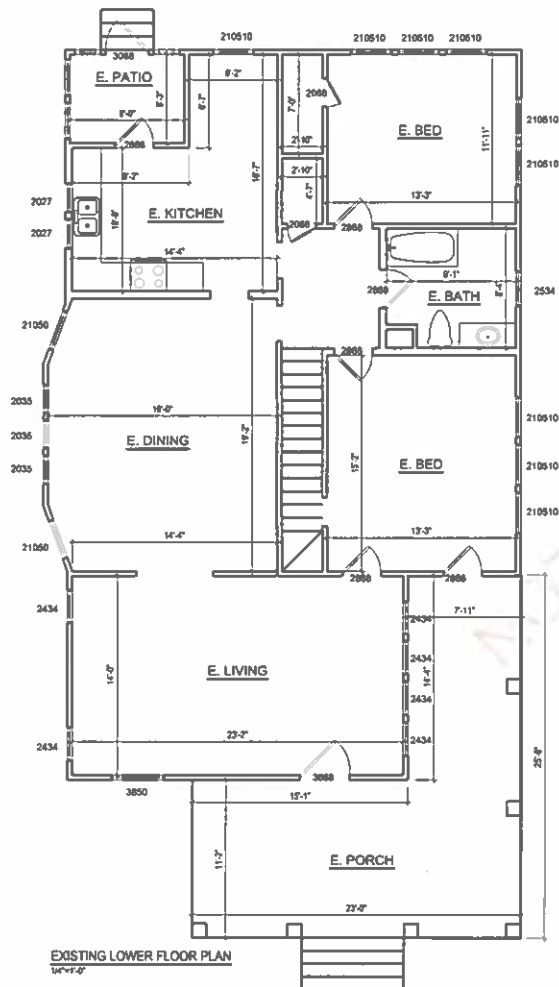
DESCRIPTION


Drawn MS  
Job 10248  
Date 08-23-23

REV.# DATE:  
8 08-07-23

PLAN NO.  
MOLINA

PG. 1 OF 10

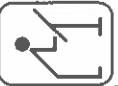


MOLINA RESIDENCE  
118 EAST UNIVERSITY AVE  
LOT 3-4 BLK 12  
UNIVERSITY-REV 344 AC  
CITY OF WAXAHACHE  
ELLIS COUNTY

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### DESCRIPTION

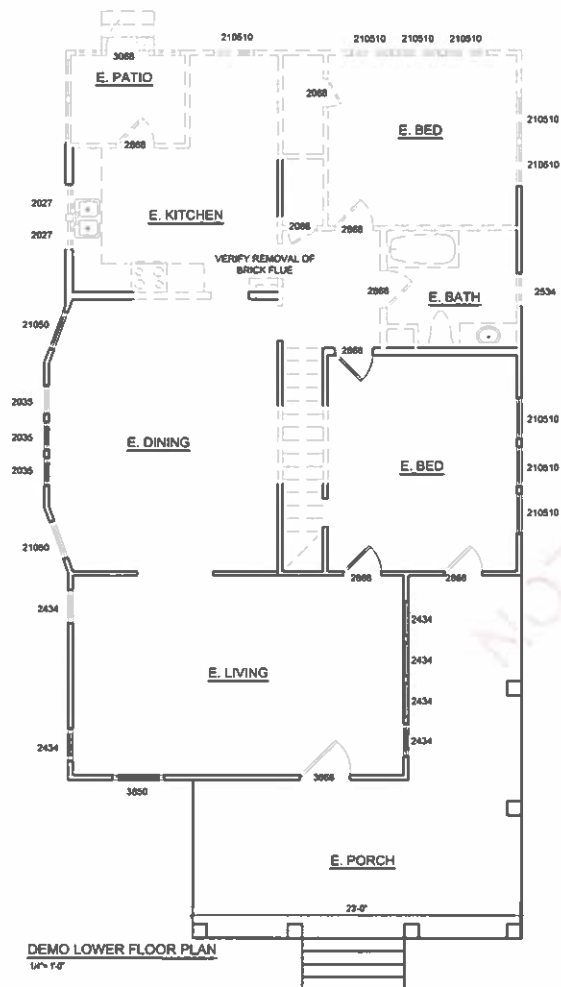
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Job 10248  
Date 04-22-21

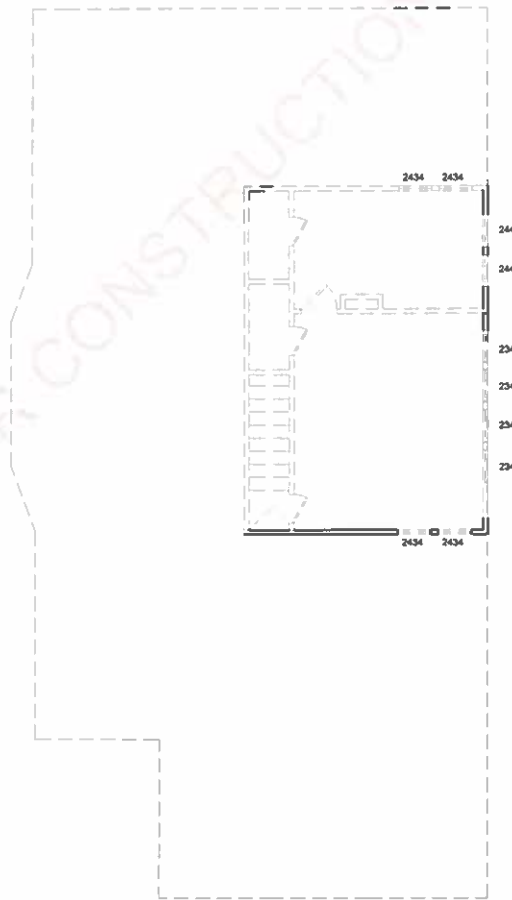
REV.#	DATE:

PLAN NO.

MOLINA



**DEMO UPPER FLOOR PLAN**  
1/2" = 1'-0"



**DEMO UPPER FLOOR PLAN**  
1/2" = 1'-0"

EXISTING WALL

DEMO

"E" = EXISTING

NOTE:  
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PRIOR TO CONSTRUCTION



MOLINA RESIDENCE  
118 EAST UNIVERSITY AVE  
LOT 3-4 BLK 12  
UNIVERSITY-REV .344 AC  
CITY OF WAXAHACHIE  
ELLIS COUNTY

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ALL MECHANICAL SYSTEMS, UNITS AND THEIR LOCATIONS ARE

ALL ENGINEERING TO BE PROVIDED BY OTHERS INCL. STRUCTURAL SUPPORT AND FOUNDATION OR IN WORKING DRAWINGS PHASE

2x6 FRAMING IN SOME PLUMBING WALLS AND WALLS FRAMED TO 12" OR MORE

8'-6" TALL DOORS ON ALL INTERIOR

SEE OWNERS FOR ALL BUILDINGS, WILL WORK AND FINISH OUT

## SPECIAL NOTES TO THE OWNER:

SIZES NOTED ON THE PLAN ARE FINISHED WIDTH BY FINISHED DEPTH

ADDITIONS OR REDUCTIONS IN SQUARE FOOTAGE, IF ANY, TO BE DETERMINED IN DESIGN PHASE OF PLANS

FINAL PLACEMENT ON LOT IS TBD

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DESCRIPTION
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SOURCE FOOTAGE	
E. LOWER AC.	1541
NEW LOWER AC.	1508
E. UPPER AC.	383
NEW UPPER AC.	487
TOTAL AC.	3018
E. PORCH	387
NEW PATIO	222
NEW GARPORT.	1014
TTL. ACR.	5662

Drawn MS  
Job 10248  
Date 04-23-23

REV.#	DATE:
6	06-07-23

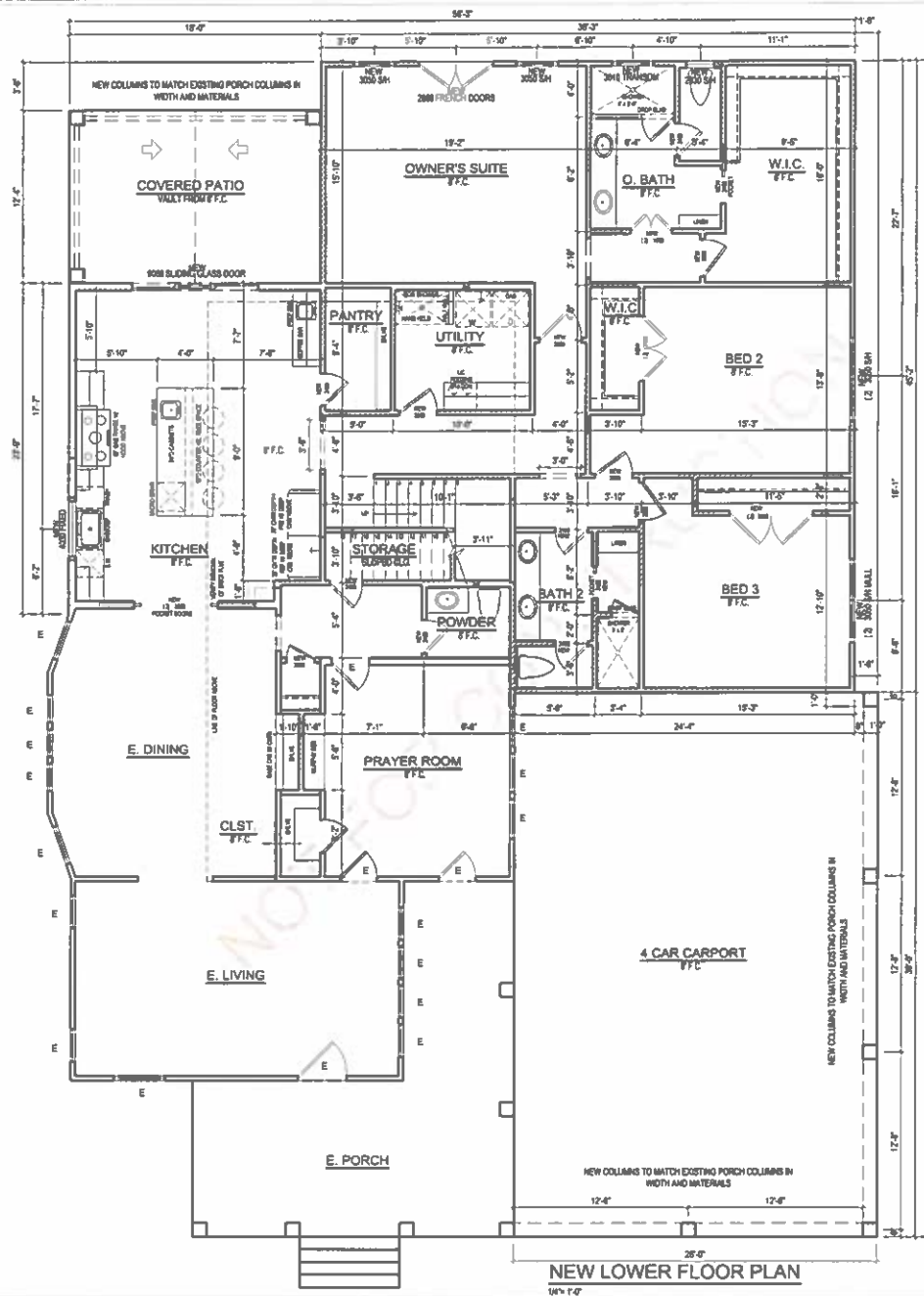
PLAN NO.
MOLINA

PG. 3 OF 10

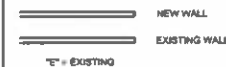
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3



## LEGEND



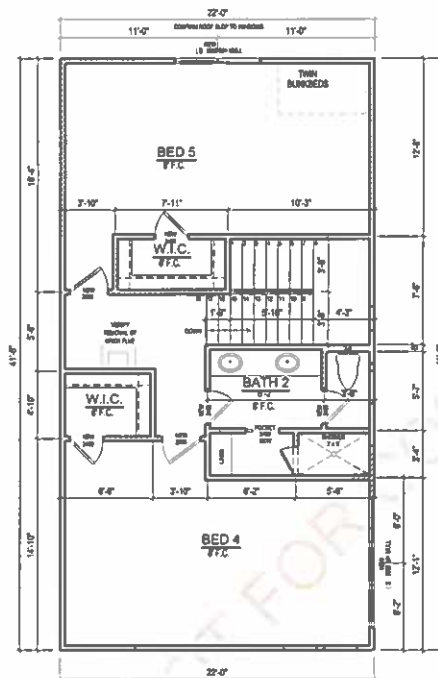
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MOLINA RESIDENCE  
118 EAST UNIVERSITY AVE  
LOT 3-4 BLK 12  
UNIVERSITY-REV .344 AC  
CITY OF WAXAHACHE  
ELLIS COUNTY

(u)

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NEW UPPER FLOOR PLAN  
1/8" = 1'-0"

LEGEND	
	NEW WALL
	EXISTING WALL
"E" = EXISTING	

NOTE:  
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PRIOR TO CONSTRUCTION



MOLINA RESIDENCE  
116 EAST UNIVERSITY AVE  
LOT 3-4 BLK 12  
UNIVERSITY REV 344 AC  
CITY OF WAXAHACHE  
ELLIS COUNTY

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Date: 06-23-23

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6 06-27-23

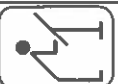
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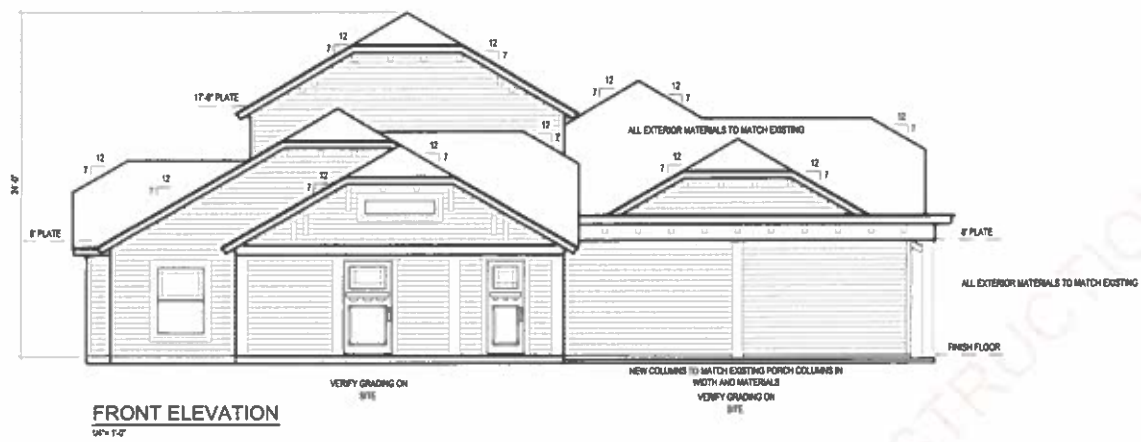
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MOLINA

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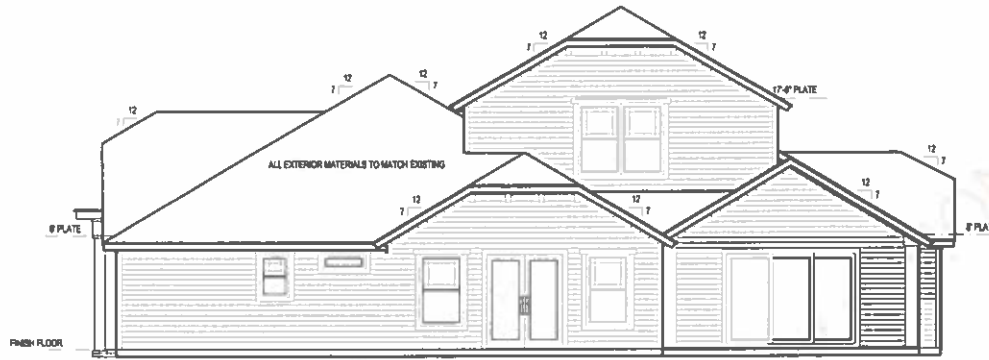


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118 EAST UNIVERSITY AVE  
LOT 3-4 BLK 12  
UNIVERSITY-REV. 344 AC  
CITY OF WAXAHACHIE  
ELLIS COUNTY

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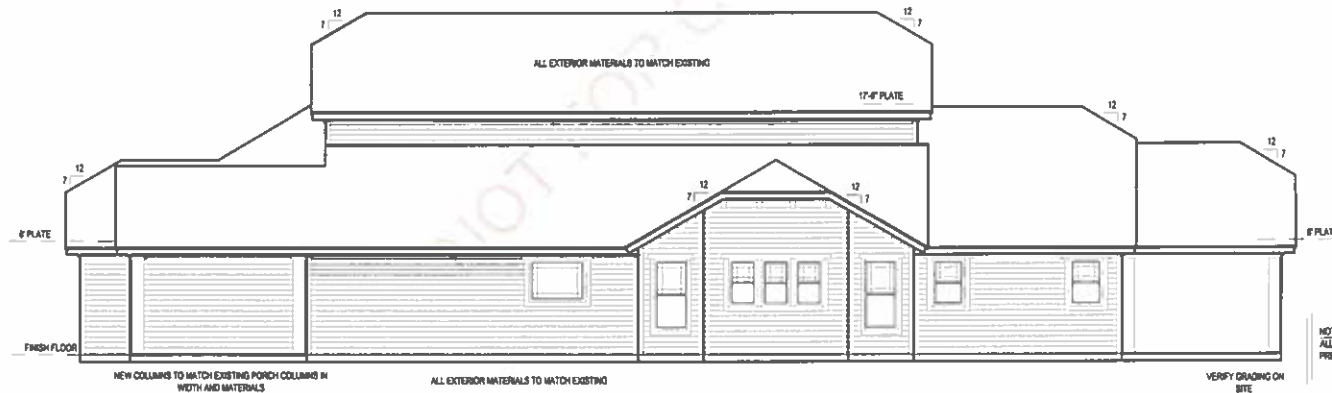


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**REAR ELEVATION**

1/8" = 1'-0"



**LEFT SIDE ELEVATION**

1/8" = 1'-0"

NOTE:  
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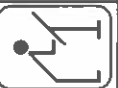


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118 EAST UNIVERSITY AVE  
LOT 3-4 BLK 12  
UNIVERSITY-REV 344 AC  
CITY OF WAXAHACHE  
ELLIS COUNTY

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DESCRIPTION


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Job: 10248

Date: 06-23-23

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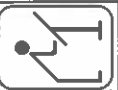
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PG. 6 OF 10

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DESCRIPTION

SQUARE FOOTAGE	
E. LOWER AC.	1541
NEW LOWER AC.	1508
E. UPPER AC.	383
NEW UPPER AC.	487
TOTAL AC.	3819
E. PORCH	387
NEW PATIO	222
NEW CARPORT	1814
TTL. AUR.	5862

Drawn MS  
Job 10248  
Date 08-23-23

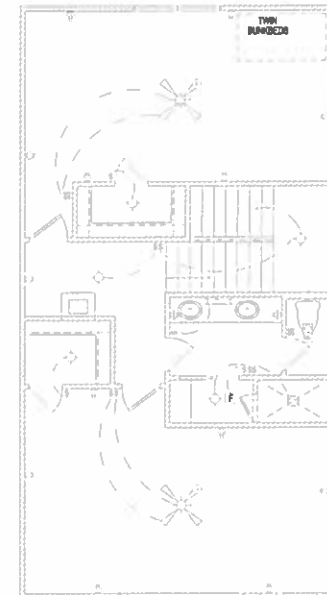
REV.# DATE:  
6 08-27-23

PLAN NO.  
MOLINA

ELECTRICAL LEGEND

- CEILING FAN WITH LIGHT KIT  
VERIFY WITH OWNER
- EXHAUST FAN AND LIGHT COMBINATION
- EXHAUST FAN
- 75W FLUORESCENT FIXTURE  
SURFACE MOUNT  
VERIFY WITH OWNER
- 75W FLUORESCENT FIXTURE  
SURFACE MOUNT  
VERIFY WITH OWNER
- RECESSED LIGHT FIXTURE
- RECESSED WALL-WASH FIXTURE  
INCANDESCENT FIXTURE  
VERIFY WITH OWNER
- SCONCE LIGHT
- HANGING LIGHT
- LIGHT FIXTURE
- LIGHT STRIP
- TRACK LIGHTING
- UNDER UPPER CABINET STRIP LIGHTING
- UP-LIGHT
- DOUBLE-HEAD FLOOD FIXTURE
- 110V WATERPROOF 20 AMP G.F.I. OUTLET
- 110V GROUND FAULT INTERRUPTER OUTLET
- 220V OUTLET  
VERIFY HEIGHTS
- 110V FLOOR OUTLET  
SEE OWNER ALOC
- EVE PLUG
- 110V AT CEILING
- 110V OUTLET  
VERIFY HEIGHTS
- SWITCH
- THERMOSTAT
- SMOKE DETECTOR  
ACDC
- CARBON MONOXIDE DETECTOR  
ACDC
- CHIMES
- TELEVISION
- TELEPHONE

NOTE: ELECTRICAL LAYOUT IS PROVIDED ONLY AS A GUIDELINE FOR BASIC FEATURES. IT IS THE SOLE RESPONSIBILITY OF THE BUILDER TO COMPLY WITH ALL GOVERNING AUTHORITIES.



NEW UPPER ELECTRICAL PLAN

1/8" = 1'-0"



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118 EAST UNIVERSITY AVE  
LOT 3-4 BLK 12  
UNIVERSITY-REV 344 AC  
CITY OF WAXAHACHE  
ELLIS COUNTY

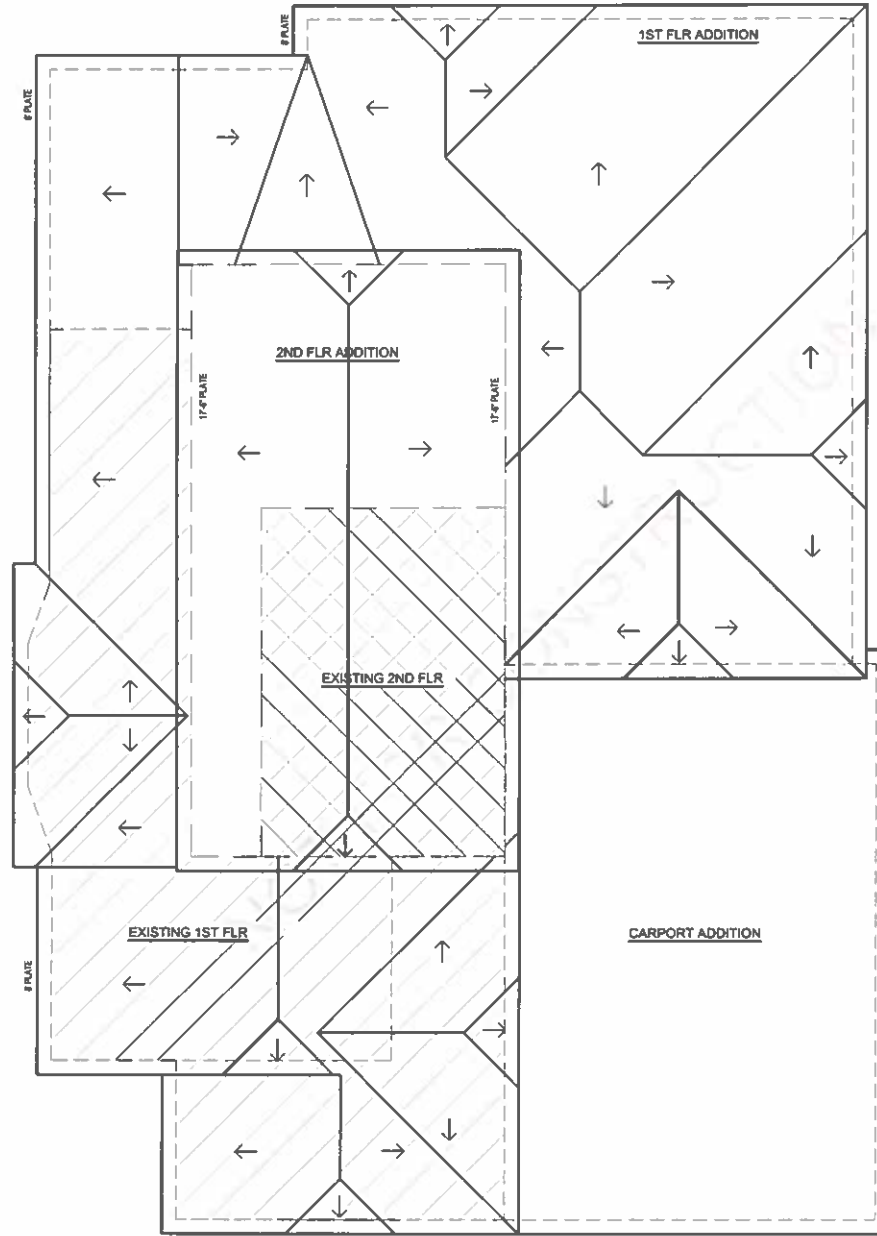
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NEW LOWER ELECTRICAL PLAN

1/8" = 1'-0"

(u)

(u)



NEW ROOF PLAN  
1/4" = 1'-0"

ALL ROOF PITCH AND ROOFING MATERIALS TO MATCH  
EXISTING

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DESCRIPTION

SQUARE FOOTAGE	
E LOWER AC:	1541
NEW LOWER AC:	1506
E UPPER AC:	383
NEW UPPER AC:	487
TOTAL AC:	3818
E PORCH:	387
NEW PATIO:	222
NEW CARPORT:	1014
TOTAL:	5552

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Job: 10248  
Date: 08-23-23

REV.# DATE:  
6 08-01-23

PLAN NO.  
MOLINA

PG. 8 OF 10



MOLINA RESIDENCE  
118 EAST UNIVERSITY AVE  
LOT 3-4 BLK 12  
UNIVERSITY CREEK 344 AC  
CITY OF WAXAHACHE  
ELLIS COUNTY

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SQUARE FOOTAGE:	
E. LOWER AC:	1541
NEW LOWER AC:	1508
E. UPPER AC:	383
NEW UPPER AC:	487
TOTAL AC:	3818
E. PORCH	387
NEW PATIO:	222
NEW CARPORT:	1914
TTL AWT:	5552

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PG. 9 OF 10

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MAXIMUM SPAN ALLOWANCE FOR NO. 1 STUD OR EQUAL HEADERS SUPPORTING WOOD FRAME WALLS		
SIZE OF WOOD HEADER	LOAD BEARING WITH CEILING JOISTS AND/OR ROOF RAFTERS	NON-LOAD BEARING WALLS, CEILING JOISTS, NO ROOF LOADS
2x6	8'-0"	8'-0"
2x8	11'-0"	8'-0"
2x10	13'-0"	9'-0"
2x12	15'-0"	12'-0"

ALL FIRST FLOOR JOIST BEARING HEADERS 4" OR LESS TO BE 2x10  
UNLESS NOTED OTHERWISE.

FLOOR JOIST BEARING OVER 4" UP TO 8" TO BE SIZED INDIVIDUALLY  
ALL HEADERS OVER 8" UP TO 12" TO BE SIZED INDIVIDUALLY  
ALL HEADERS TO BE NAILED PER NDS CODE.

- GENERAL NOTES**
1. ALL FASTENERS SHALL BE  $\geq 30^{\circ}$  O.C. EXCEPT WHERE NOTED.
  2. ALL ROADS AND VALLEYS SHALL BE  $\geq 20$  EXCEPT WHERE NOTED.
  3. PURLINS SHALL BE PLACED TO REDUCE RAFTER SPANS TO 11'-4" OR LESS OF INCIDENTALS.
  4. RAFTERS, ROADS AND VALLEYS SHALL BE AT 8' PINE OR EQUAL.
  5. FOUR CORN 2X8S SHALL WITH 2X12S IN ALL AREAS OF SLOPED CHANGES.
  6. BEAM AND PURLIN LOADS SHALL BE DISTRIBUTED TO WALLS OR JOINT 2X12S OR TRIPLE 2X8S OR TRIPLE 2X10S.
  7. COLLAR TIES SHALL BE PLACED @  $\geq 4'$  O.C. MAX. IN ROADS.
  8. STRUTS SHALL BE  $\geq 2$  2X4S AT ANGLE GREATER THAN 45 DEGREES.
  9. ALL CEILING STUDS TO BE 2X6S @  $\geq 20'$  O.C. UNLESS NOTED OTHERWISE.
  10. ROADS AND JOISTS SHALL BE  $\geq 8'$  PINE OR EQUAL AND SHALL NOT EXCEED THE FOLLOWING SPANS:
- |              |          |         |              |
|--------------|----------|---------|--------------|
| 2x4 - 7'-3"  | 3x4 O.C. | 10'-0"  | 10'-0" O.C.  |
| 2x6 - 11'-7" | 3x6 O.C. | 16'-11" | 16'-11" O.C. |
| 2x8 - 10'-7" | 3x8 O.C. | 16'-11" | 16'-11" O.C. |
- 2021 BC TABL E508.7.1 (1)

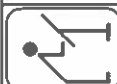


**NEW UPPER CEILING JOIST PLAN**  
1/8" = 1'-0"

MOLINA RESIDENCE  
 118 EAST UNIVERSITY AVE  
 LOT 3-4 BLK 12  
 UNIVERSITY-REV 344 AC  
 CITY OF WAXAHACHIE  
 ELLIS COUNTY

**NOTE: IT IS THE SOLE RESPONSIBILITY OF THE BUILDER TO VERIFY ALL ASPECTS OF THIS PLAN AND TO ENSURE THAT THIS PLAN MEETS ALL GOVERNING CODES & REQUIREMENTS.**

THE PLAN FACTORY  
4307 SOUTH BOWEN RD. - SUITE 133 - ARLINGTON, TX 76016  
METRO (817) 654-9012

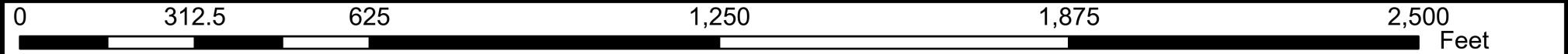
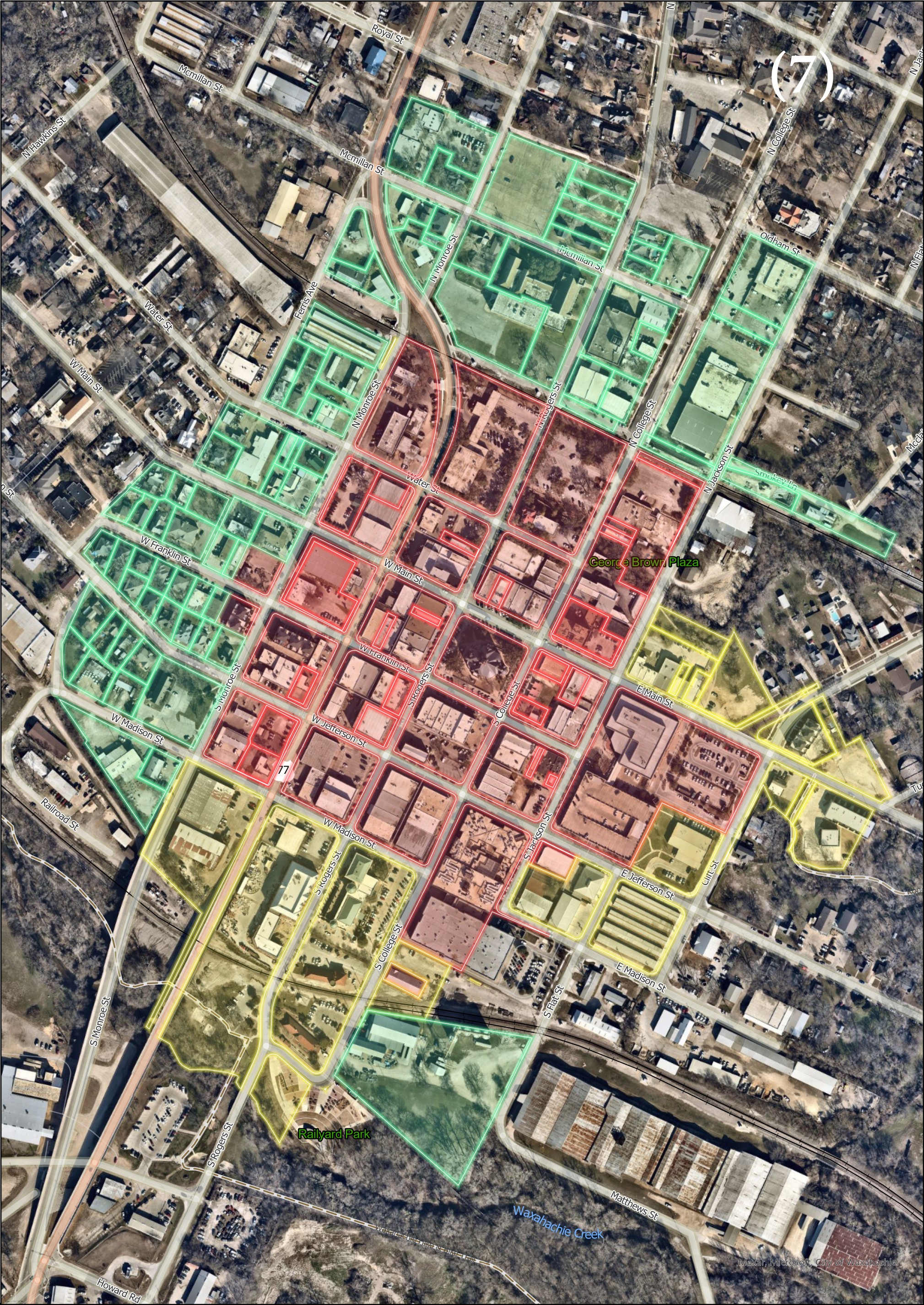


DESCRIPTION	
SQUARE FOOTAGE:	
E. LOWER AC:	1341
NEW LOWER AC:	1508
E. UPPER AC:	383
NEW UPPER AC:	487
TOTAL AC:	3818
E. PORCH	
NEW PATIO:	222
NEW CARPORT:	1014
TTL. AVE:	5562

Drawn	MS
Job	10248
Date	08-22-23
REV.#	DATE.
6	08-22-23

PLAN NO.
MOLINA
PG. 10 OF 10

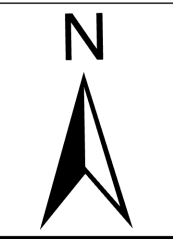




Legend	
<span style="border: 1px solid red; display: inline-block; width: 10px; height: 10px;"></span>	Central Area
<span style="border: 1px solid yellow; display: inline-block; width: 10px; height: 10px;"></span>	Historic Overlay
<span style="border: 1px solid green; display: inline-block; width: 10px; height: 10px;"></span>	Proposed Historic Overlay Expansion

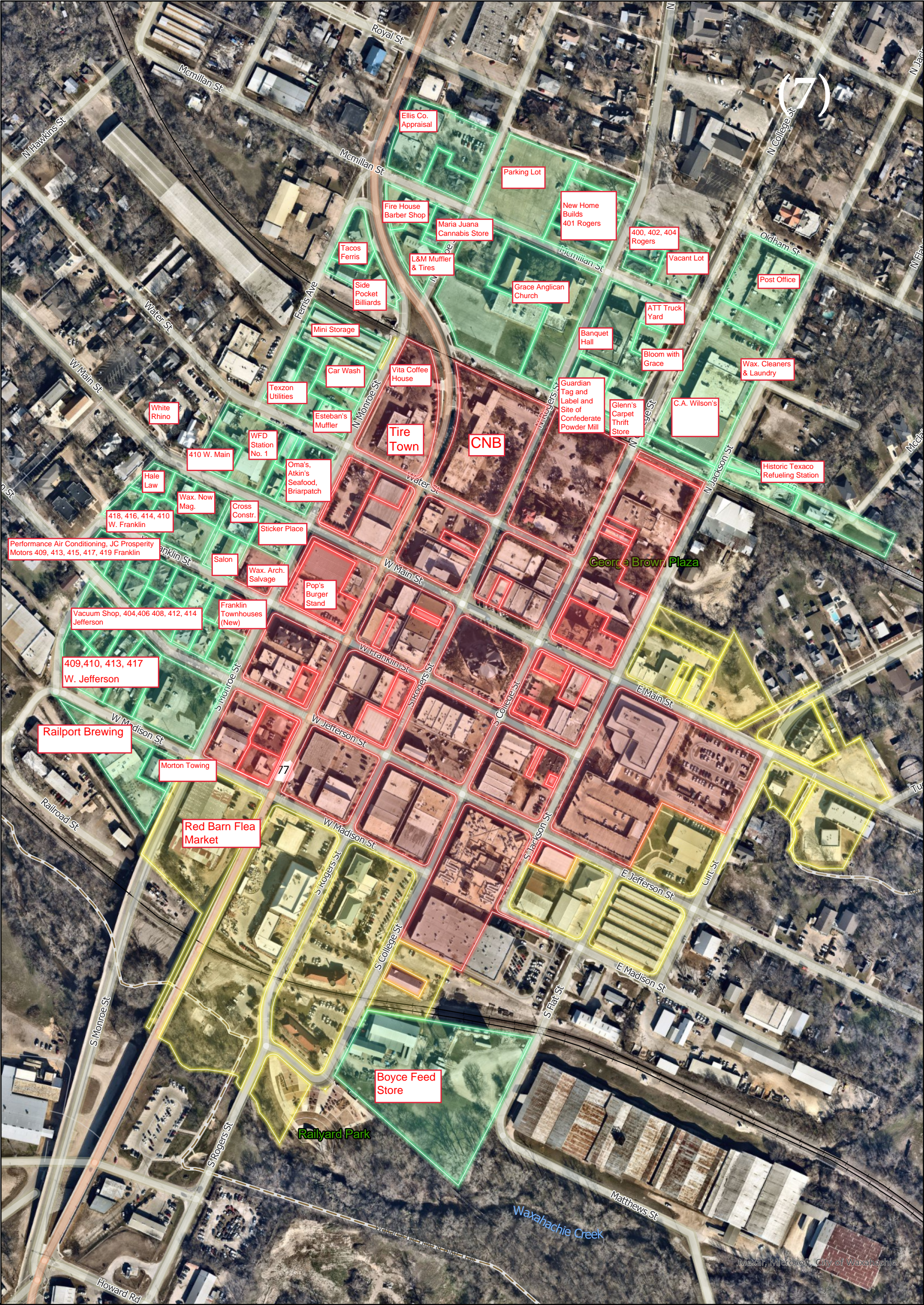
# City of Waxahachie Historic Overlay Expansion

Date: 6/12/2023



DISCLAIMER: This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. This product has been produced by the City of Waxahachie for the sole purpose of geographic reference. No warranty is made by the City of Waxahachie regarding specific accuracy or completeness.







**Legend**

- Central Area
- Historic Overlay
- Proposed Historic Overlay Expansion

# City of Waxahachie Historic Overlay Expansion

Date: 6/12/2023

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